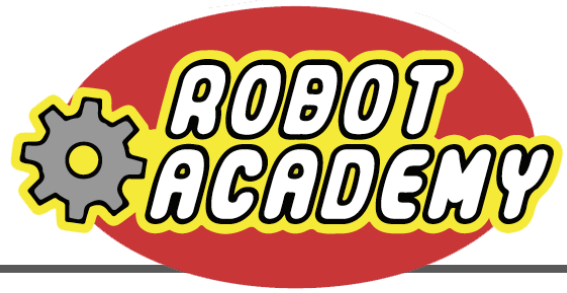


# Job Description: Paid Classroom Manager



**Responsibilities** (may include, but are not limited to):

- Classroom Management
  - Keep track of the camp schedule and making sure sessions are completed on time
  - Resolve conflicts between students
  - Maintain a happy and productive learning environment in the classroom
- Classroom Instruction
  - While the majority of actual robotics-related instruction is conducted by technical instructors (our Robot Geniuses) and videos, the Teacher/Administrator is expected to become familiar with the class material and to help students stay 'on track'
- Communicating with parents
  - Maintain good relationships with parents who drop off and pick up their students
  - Represent Robot Academy in a positive and professional way

## **Qualifications:**

- Passion for teaching kids about science and technology
- Classroom management skill/experience
- Ability to resolve conflicts between students in a calm and compassionate manner
- Excellent oral communication skills
- Good organization and time-management skills
- Attention to detail
- Moderate computer skills
- Logical reasoning skills
- Ability to drive to locations within the greater Columbus area
- Teaching License

## **Camp Dates and Locations:**

Our greatest classroom manager needs are at the Gahanna and Westerville locations.

### **Dates / Locations**

- Marysville, OH: June 15-16 (2-day camp)
- Dublin, OH: June 24-25, June 26-30 (2-day weekend camp and 5-day camp)
- Gahanna, OH: July 10-14 (5-day camp)
- Grove City, OH: July 17-21 (5-day camp)
- Westerville, OH: July 24-28 (5-day camp)

**Extent of Commitment / Compensation**

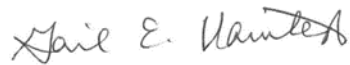
Minimum 2-week commitment; 42 hours/week; start/end date flexible. Our summer programs are run on-site at locations across the metropolitan area.

Compensation is competitive. Contact us for details.

**How to Apply**

Please submit a cover letter explaining why you are interested in the Instructor position, along with a current resume to [gail@robot-academy.com](mailto:gail@robot-academy.com). You will be contacted regarding an interview. Direct questions to Gail Vawter ([gail@robot-academy.com](mailto:gail@robot-academy.com) or 614-893-8106).

Best regards,



Gail Vawter  
Director  
Robot Academy, LLC  
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[www.robot-academy.com](http://www.robot-academy.com)